

TM-2 PREPARER COURSE**USING NASA'S TRAVEL MANAGER SYSTEM****CREATE A LOCAL VOUCHER**

This document covers the steps to create a local voucher.

NOTE

DFRC Policy states that a traveler must have DFRC form 29 "Authorization for Local Travel" signed by a Supervisor/Branch Manager and a copy filed by the preparer prior to the travel commencing.

Local Travel is determined by the following conditions:

50 miles or less from Dryden or less than 12 hours

If travel is more than 50 miles AND more than 12 hours, it is no longer considered to be Local Travel.

Trip Information**1. Expenses**

8/24/01 From: Hometown To: Anyplace & back - 70 miles @ .365 (\$25.55).

8/24/01 Parking – local \$5.00.

8/25/01 From: Hometown To: Anyplace & back - 70 miles @ .365 (\$25.55).

8/25/01 Parking – local \$5.00.

2. Two-Day Travel meeting in Anyplace 08/24/02 and 08/25/02.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to travel office for retention and audit purposes.

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A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page is displayed.

The screenshot shows the 'New Document' page. On the left is a sidebar with links: 'Create a New Document', 'Open Existing Document', and 'Review Documents'. The top bar includes 'Setup', 'Reports', 'Logout', and 'Help'. The main area has a 'Quick Tip' about selecting a traveler. Below it are form fields: 'Document Type' (set to 'Authorization'), 'Document Name', 'SSN', and 'Traveler Name'. On the right, a box titled 'For this Document you can:' contains buttons: 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.


2. Select **Local Voucher** from the **Document Type** pull down list.

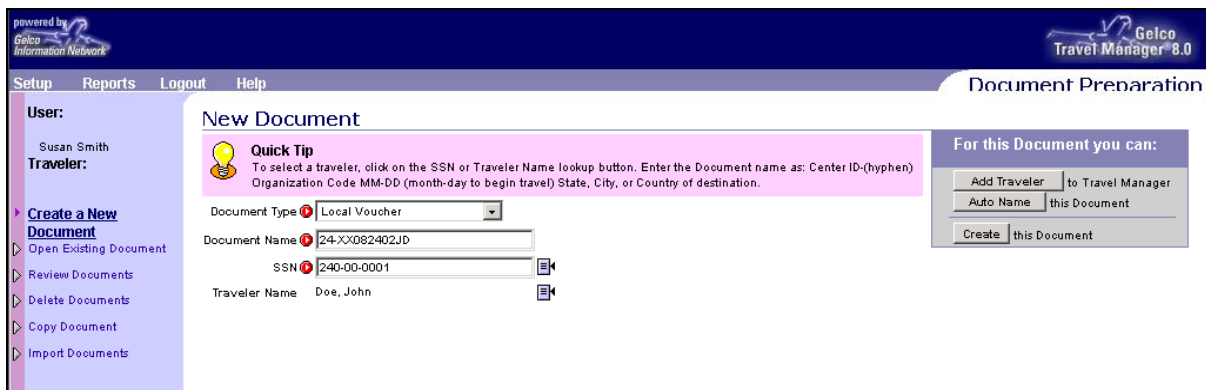
The screenshot shows a pull-down menu for 'Document Type'. The options are: 'Authorization', 'Voucher', 'Local Voucher' (highlighted), 'Amendment', and 'Voucher from Authorization'.

3. Click in the **Document Name** field and enter a name consisting of the **Center ID** (example: **24**), hyphen (-), **Org Code** (example: **XX** (1-4 characters)), **Date** of departure (example: **082402** (MMDDYY)) and **Traveler's Initials** (example: **JD**). Up to 16 characters can be entered. Example: **24-XX082402JD**.
4. If known, the traveler's SSN can be entered into the **Traveler SSN** field. Otherwise, the **SSN Lookup** or **Traveler Name Lookup** icons  can be used to retrieve the traveler from a list.
5. Click the **Traveler Name Lookup** icon  to the right of the **Traveler Name** field. The **Enter Search Criteria** page will be displayed.


The screenshot shows the 'Enter Search Criteria' page. It has a search form with 'Last Name' and 'Search' buttons. Below the search form is a 'Search Results' table. The table has columns: 'Last Name', 'First Name', 'MI', and 'SSN'. The search results are as follows:

Last Name	First Name	MI	SSN
Approver	Weston		122-33-0004
DOE	JANE		122-33-0000
DOE	JOHN		122-33-0001
Preparer	Vicky	L	122-33-0002
Smith	Susie	L	123-33-0006

6. Type the first letters of the traveler's last name and click the  button next to the **Last Name** field. A list of traveler names will be displayed.
7. Click the **Prev 20** or **Next 20** links at the top of the list to move backward or forward in the list if necessary.
8. Click the **SSN** link for the traveler.
9. The **New Document** page will be displayed with the **SSN** and **Traveler Name** fields filled.



The screenshot displays the 'New Document' page in the DFRC Travel Manager web application. The page is titled 'New Document' and features a sidebar on the left with navigation links: 'User: Susan Smith', 'Traveler:', 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main content area includes a 'Quick Tip' box with a lightbulb icon, stating: 'To select a traveler, click on the SSN or Traveler Name lookup button. Enter the Document name as: Center ID-(hyphen) Organization Code MM-DD (month-day to begin travel) State, City, or Country of destination.' Below this, there are form fields for 'Document Type' (set to 'Local Voucher'), 'Document Name' (set to '24-XX082402JD'), 'SSN' (set to '240-00-0001'), and 'Traveler Name' (set to 'Doe, John'). A right-hand panel titled 'For this Document you can:' contains three buttons: 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

10. Click the  **this Document** button in the 'For this Document you can:' area. The **Document Summary** page will be displayed.

B. DOCUMENT SUMMARY

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Setup Reports Logout Help

User: Susan Smith

Traveler: John Doe
Local Voucher: 24-XX082402JD

Document Summary

- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Preparation

Document Summary for Local Voucher 24-XX082402JD

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: 240-00-0001, John Doe

Trip Purpose: MEETING

Expense Summary

Edit	Delete	Date	Expense	Amount
				Total: 0.00

Accounting Summary

Label	Amount

Totals Summary

Disbursement Type	Amount
Amount Claimed	0.00
Pay To Charge Card	0.00
Pay To Traveler	0.00

Document Status

Document Status: CREATED Awaiting: Doe, John

Status To Apply: SIGNED

Signature PIN: []

Remarks: []

Stamp and Route

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

1. Select **Meeting** from the **Trip Purpose** pull down list.

MEETING

MEETING

CONFERENCE ATTENDANCE

OTHER (see below)

PRESENTATION

SITE VISIT

TRAINING

2. Click the **Save Document** button in the 'For this Document you can:' area in the top right.
3. Click the **Continue Entering Document** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be displayed.

C. EXPENSES

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Document Preparation

Setup Reports Logout Help

User: Susan Smith

Traveler: John Doe
Local Voucher: 24-XX082402 JD

- Document Summary
- Traveler
- Expenses**
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Expense Entry for 24-XX082402JD

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 08/24/02
(mm/dd/yyyy)

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Number of People

Cost

Comments

For this Document you can:

- Use Quick Expense
- Use Foreign Calculator
- Lookup Credit Card Expenses

Save Current Expense
Done Entering Expenses
Back Continue

Copy Through Date

Cost Options

☐ Reimbursable
☐ Taxable

Expense Category

Action	Date	Expense	Amount
			Total: 0.00

1. Notice the date will default to today's date. Enter **08/24/02** in the **Date** field or click the **Calendar** icon next to the date field and click on the appropriate date.
2. Select **From: To:** from the **Expense Type** pull down list.

COMMERCIAL BUS-LOCAL

FROM: TO:

GOV AVAILABLE

GOV MAYBE AVAILABLE

GOVERNMENT CAR-GAS

METRO/SUBWAY

PARKING-LOCAL

PRIVATE OWNED MOTORCYCLE

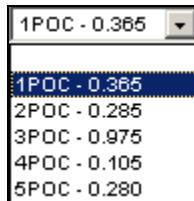
REGISTRATION FEE

TAXI-LOCAL

TOLLS-LOCAL

3. Type **Hometown** after the **From:** and type **Anyplace & back** after the **To:** in the **Expense** field.
4. Press [TAB] or click in the **Miles Traveled** field and enter **70**.

5. Select **1POC – 0.365** from the **Rate Selection** pull down list.



A screenshot of a web-based pull-down menu. The menu is open, showing a list of options. The first option, "1POC - 0.365", is highlighted in blue. The other options are "2POC - 0.285", "3POC - 0.975", "4POC - 0.105", and "5POC - 0.280".

NOTE

1POC = POV

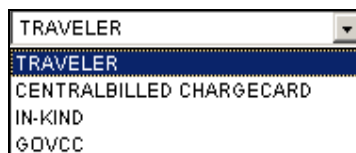
2POC = Reduced POV Mileage

3POC = Private Aircraft

4POC = Reduced POV Mileage


5POC = Motorcycle

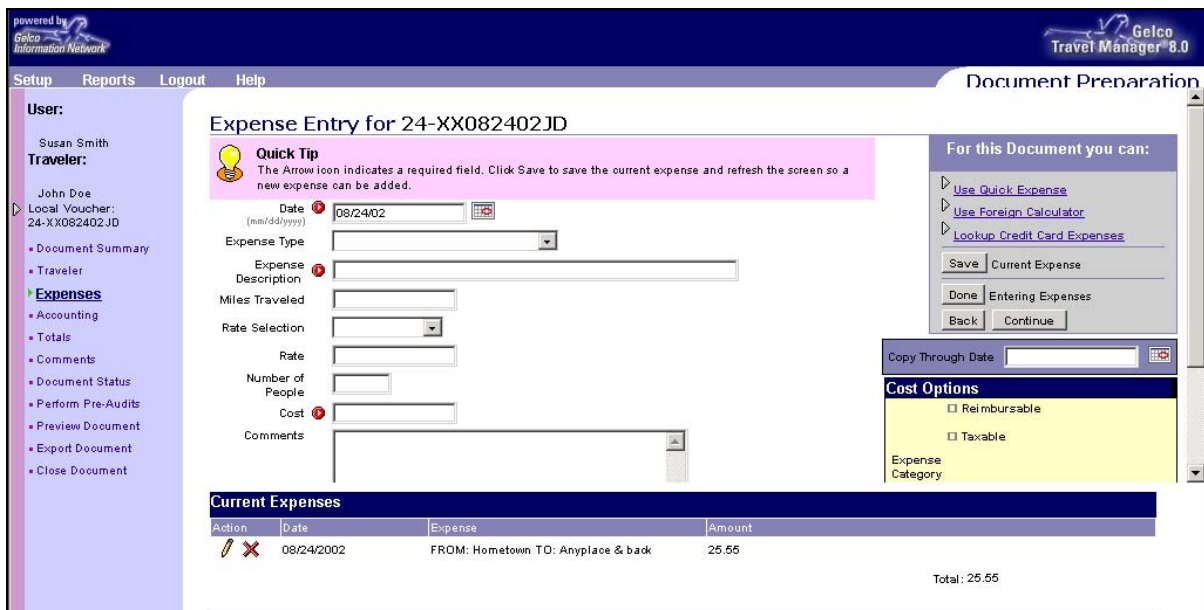
6. Notice the **Cost** field calculates to **\$25.55**.
7. Click in the **Number of People** field and enter **1**.
8. Scroll down to view the **Pmt Method** field in the **Cost Options** area on the right. Note the following.
- The **Reimbursable** check box is checked.
 - TRAVELER** is the default reimbursable payment method in the **Pmt Method** pull down list. If any other payment type is selected, the expense cost will not be reimbursed to the Traveler.



A screenshot of a web-based pull-down menu. The menu is open, showing a list of options. The first option, "TRAVELER", is highlighted in blue. The other options are "CENTRALBILLED CHARGE CARD", "IN-KIND", and "GOVCC".

PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	Not reimbursable to Traveler. Reimbursable directly to Traveler's Government Credit Card Account.

9. Click in the **Comments** field and enter any necessary comments for the selected expense.
10. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right.
11. The **Expense Entry** page is displayed again with the fields cleared to allow entry of another expense. The first expense record is saved and is displayed at the bottom of the page in the **Current Expenses** area.



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Document Preparation

Setup Reports Logout Help

User: Susan Smith

Traveler: John Doe

Local Voucher: 24-XX082402JD

- Document Summary
- Traveler
- Expenses**
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Expense Entry for 24-XX082402JD

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date: 08/24/02

Expense Type: [Dropdown]

Expense Description: [Text Field]

Miles Traveled: [Text Field]

Rate Selection: [Dropdown]

Rate: [Text Field]

Number of People: [Text Field]

Cost: [Text Field]

Comments: [Text Field]

For this Document you can:

- Use Quick Expense
- Use Foreign Calculator
- Lookup Credit Card Expenses

Save Current Expense

Done Entering Expenses

Back Continue



Copy Through Date: [Text Field]

Cost Options

- ☐ Reimbursable
- ☐ Taxable

Expense Category: [Dropdown]

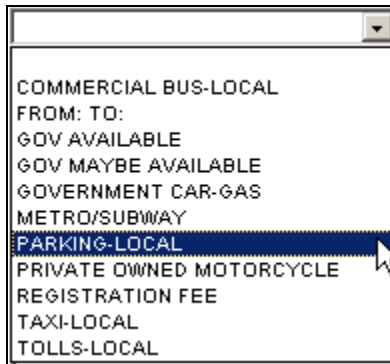
Current Expenses

Action	Date	Expense	Amount
 	08/24/2002	FROM: Hometown TO: Anyplace & back	25.55


Total: 25.55

12. Notice the date defaults to the current date.

13. Select **PARKING-LOCAL** from the **Expense Type** pull down list.











14. Click in the **Cost** field and enter **5.00**.


15. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will display again with the expense record added.

16. Add each of the expenses **FROM: TO:** and **PARKING-LOCAL** for the next day **08/25/02**. Make sure the expense date is correct for each expense added.

17. The **Expense Entry** page will display the expenses in the **Current Expenses** area at the bottom of the page.

Current Expenses			
Action	Date	Expense	Amount
 	08/24/2002	FROM: Hometown TO: Any place & back	25.55
 	08/24/2002	PARKING-LOCAL	5.00
 	08/25/2002	FROM: Hometown TO: Any place & back	25.55
 	08/25/2002	PARKING-LOCAL	5.00
			Total: 61.10


- a. Multiple expenses can be added quickly by using the **Use Quick Expenses** link in the 'For this Document you can:' area in the top right. This feature is covered in the '**Create a Voucher from an Authorization**' section of this training module.

18. Click the  button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.

D. ACCOUNTING

The screenshot shows the Gelco Travel Manager 8.0 web interface. The top navigation bar includes links for Instant Message, WebMail, Radio, People, Yellow Pages, Download, Calendar, Channels, and Livelink Login. The main header displays "powered by Gelco Information Network" and "Gelco Travel Manager 8.0". The left sidebar contains a menu with options: User (Susan Smith), Traveler (John Doe), Local Voucher (24-XX082402JD), Document Summary, Traveler, Expenses, Accounting (selected), Totals, Comments, Document Status, Perform Pre-Audits, Preview Document, Export Document, and Close Document. The main content area is titled "Available Accounting Codes for 24-XX082402JD". It features a "Quick Tip" box stating: "Once two or more accounting codes are selected, the Allocation button is enabled." Below this is the "Enter Search Criteria" section with an "Accounting Code" input field and "Search" and "Retrieve" buttons. To the right, a "For this Document you can:" section includes "Add" and "New Accounting Code" buttons, and "Back" and "Continue" buttons. The "Master Accounting Codes" section shows "Search Results" with a table with columns: Organization, Label, Classification Code, and Extended Code. Below this is the "Accounting Codes for 24-XX082402JD" section, which also displays a table with the same columns. At the bottom of the Accounting Codes section, there are "Edit" and "Delete" icons.

1. The **Label** for the Accounting Code used for Local Travel may need to be retrieved.
2. Click in the **Accounting Code** field in the **Enter Search Criteria** area and type **24-XX209200ABC**.
3. Click the **Retrieve** button in the **Enter Search Criteria** area. The **Available Accounting Codes** page will be displayed with the label for Local Travel located in the **Search Results** list in the **Master Accounting Codes** area.

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Setup Reports Logout Help Document Preparation

User: Susan Smith
 Traveler: John Doe
 Local Voucher: 24-XX082402JD

- Document Summary
- Traveler
- Expenses
- Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Available Accounting Codes for 24-XX082402JD

Quick Tip
 Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
 Add New Accounting Code
 Back Continue

Enter Search Criteria
 Accounting Code Search Retrieve

Master Accounting Codes
 Search Results Click Accounting Label to add to Document
 Prev 10 Next 10


Organization	Label	Classification Code	Extended Code
24-X	24-XX2-09200000	X... 24.2.6.936.XX.000	Extended

Accounting Codes for 24-XX082402JD
 Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24-X	24-XX2-09200000	X... 24.2.6.936.XX.000	Extended

Edit Delete

4. Click the **24-XX209200ABC** label to add it to the **Accounting Codes** area at the bottom.

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Setup Reports Logout Help Document Preparation

User: Susan Smith
 Traveler: John Doe
 Local Voucher: 24-XX082402JD

- Document Summary
- Traveler
- Expenses
- Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Available Accounting Codes for 24-XX082402JD

Quick Tip
 Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
 Add New Accounting Code
 Back Continue

Enter Search Criteria
 Accounting Code Search Retrieve


Master Accounting Codes
 Search Results Click Accounting Label to add to Document
 Prev 10 Next 10

Organization	Label	Classification Code	Extended Code
24-X	24-XX2-09200000	X... 24.2.6.936.XX.000	Extended

Accounting Codes for 24-XX082402JD
 Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24-X	24-XX2-09200000	X... 24.2.6.936.XX.000	Extended

Edit Delete

5. Click the **Pencil icon**  for the label to edit the Accounting Code record. The **Update Accounting Code** page will be displayed.

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Travel Manager 8.0

Setup Reports Logout Help

Document Preparation

User:
Susan Smith
Traveler:
John Doe
Local Voucher:
24-XX082402JD

Document Summary
Traveler
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Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Update Accounting Code for 24-XX082402JD

Quick Tip
You must enter an account label before Updating the Extended Acct Codes.

Label: 24-XX2-09200000
Organization: 24-X

☐ Save Accounting code and extended Accounting codes to master list

For this Document you can:
Update Extended Acct Codes
Save Acct Code Updates
Cancel Acct Code Updates


Accounting Codes

Program Code	09200000	Program Year	2
Function		Fund Source	6
Object Class		Meth of Auth	93
Reimbrs Code		Org Code	XX
Center ID	24	Part 10	000

- Enter the appropriate digits (type **M1** for this exercise) in the **Function** field.
- Enter the appropriate numbers (type **1234** for this exercise) in the **Object Class** field.
Accounting codes may have different values for the Object Class.
- Enter the appropriate digits (type **00** for this exercise) in the **Reimbursable Code** field.

NOTE

If multiple accounting codes are selected on the document, the funds must be allocated. If Registration Fee is included, a training accounting code must be selected.

- The **Part 10** field will be populated with the 3 digit subrad. Enter **ABC** for this exercise.
- Click the  **Acct Code Updates** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed again.

E. TOTALS

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Document Preparation

Setup Reports Logout Help

User:
Susan Smith

Traveler:
John Doe
Local Voucher:
24-XX082402JD

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Total Details for 24-XX082402JD

Quick Tip
If necessary, enter additional corporate charge card payment amounts and click Calculate.

For this Document you can:
Calculate New Totals for Document
Back Continue

Total Expenses: 61.10
Non-reimbursable Expenses: 0.00
Total Amount Claimed: 61.10 (Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00
Add'l Gov't Charge Card Payment: 0.00
Total Gov't Charge Card Amount: 0.00
Pay to Gov't Charge Card: 0.00
Pay to Traveler: 61.10


Expense Category Details

Expense Category	Organization	Accounting	Amount
OTHER	24-X	24-XX2-09200000	51.10
PARKING	24-X	24-XX2-09200000	10.00


1. Review the details.
2. Click the **Continue** button in the 'For this Document you can:' area in the top right. The **Comments** page will be displayed.

F. COMMENTS


The screenshot shows the 'Comments' page for document 24-XX082402JD. On the left is a sidebar with a user menu (Susan Smith) and a traveler menu (John Doe, Local Voucher: 24-XX082402JD). The main area has a 'Comments for 24-XX082402JD' title, a 'Quick Tip' box, and a large text area for comments. On the right, a 'For this Document you can:' panel contains buttons for 'Apply', 'Preset Comments', 'Save', 'Comments', 'Back', 'Continue', 'Close', and 'without Saving Comments'.

1. Click the  **Preset Comments** button in the 'For this Document you can:' area in the top right.
2. Delete the solid line after the comment and enter the following explanation – **Attend 2-Day Travel Manager meeting in Anyplace 08/24/02 & 08/25/02.**

This screenshot shows the same 'Comments' page, but the comment text area now contains the text: 'Please identify Purpose for trip: Attend 2 - day Travel Manager meeting in Anyplace 08/24/02 & 08/25/02'. The rest of the interface remains the same.

3. Click the  **Comments** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will be displayed.

G. DOCUMENT SUMMARY

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Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Local Voucher: 24-XX082402JD

Document Summary

- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Local Voucher 24-XX082402JD

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number
[Traveler Details](#) 240-00-0001, John Doe

Trip Purpose: MEETING

Expense Details

Expense Summary

Edit	Delete	Date	Expense	Amount
		08/24/2002	FROM: Hometown TO: Anyplace & back	25.55
		08/24/2002	PARKING-LOCAL	5.00
		08/25/2002	FROM: Hometown TO: Any place & back	25.55
		08/25/2002	PARKING-LOCAL	5.00
				Total: 61.10

Accounting Details

Accounting Summary

Label	Amount
24-XX2-09200000	61.10
Total:	61.10

Totals Details

Totals Summary

Disbursement Type	Amount
Amount Claimed	61.10
Pay To Charge Card	0.00
Pay To Traveler	61.10

[Enter Comments](#) Please identify Purpose for trip: Attend 2 - day Travel Manager meeting in Anyplace 08/24/02 & 08/25/02

[Document Status](#)

For this Document you can:

Save Document
Continue Entering Document
Close Current Document

1. Click any links, on the Document Processing Toolbar located on the left side of the page, to review any areas of the document prior to stamping and routing. When the document has been viewed for errors, missing data, etc., it can be signed, stamped and routed.
2. If more than one (1) accounting code is funding the travel, click on the **Accounting Details** link located beside the **Accounting Summary** area, and review allocation of expenses to ensure proper distribution of funds to the correct account code prior to signing the document.
3. Click on the **Document Status** link, on the Document Processing Toolbar on the left side of the page, to display the **Status** page to sign and stamp the document. The document may also be signed and stamped in the **Document Status** area of the **Document Summary** page.

H. DOCUMENT STATUS

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Setup Reports Logout Help

User: Susan Smith

Traveler: John Doe

Local Voucher: 24-XX082402JD

- Document Summary
- Traveler
- Expenses
- Accounting
- Totals
- Comments
- Document Status**
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Status for 24-XX082402JD

Quick Tip
The Signature PIN is case sensitive!

Status to Apply: SIGNED

Signature PIN:

Remarks:

For this Document you can:
Stamp and Submit Document
Back Continue

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Doe, John	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/17/02 3:44PM PST	CREATED	Susan Smith	

1. The **Status to Apply** default value is “**SIGNED**” for this document.
2. Click in the **Signature PIN** field and enter the appropriate PIN.
3. Click in the **Remarks** box and type, ‘**Local Voucher prepared for traveler**’.

NOTE

*The **Remarks** field is to be used by Reviewers and/or Approvers to note approval or disapproval. All comments should be entered in the **Comments** field for the document except for when the Preparer creates a voucher for a traveler (see step 3 above).*

The screenshot displays the 'Document Preparation' page for a Local Voucher. The page is titled 'Status for 24-XX082402JD'. On the left, a sidebar shows the user 'Susan Smith' and the traveler 'John Doe' with a local voucher number '24-XX082402JD'. The main area contains a 'Quick Tip' about the signature PIN, a 'Status to Apply' dropdown set to 'SIGNED', a 'Signature PIN' field, and a 'Remarks' field with the text 'Local Voucher prepared for traveler'. On the right, a box titled 'For this Document you can:' contains buttons for 'Stamp and Submit Document', 'Back', and 'Continue'. Below these are two tables: 'Document Routing' and 'Document History'.

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Doe, John	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/17/02 3:44PM PST	CREATED	Susan Smith	

- Click the **Stamp and Submit Document** button in the 'For this Document you can:' area in the top right. The **Pre-Audit Results** page will be displayed.
- The traveler must sign the Local Travel Voucher before routing is initiated. A traveler must be logged into the system in order to sign and stamp the Local Travel Voucher. The preparer cannot sign and stamp a Local Travel Voucher for a traveler.

I. PERFORM PRE-AUDITS

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Setup Reports Logout Help

Document Preparation

User: Susan Smith
Traveler: John Doe

Pre-Audit Results for 24-XX082402JD

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-XX082402JD
Type: Local Voucher
Traveler: Doe, John
Status: FAIL


For this Document you can:


Justify Pre-Audit Results
Continue Stamping the Document
Cancel Pre-Audit Results


Audit Process	Status	Comments
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
EXPENSE CATEGORIES	FAIL	OTHER GREATER THAN 0.00
PERSONAL INFO - KEY	PASS	
TRAVEL EXPENSES	PASS	

1. Review the Pre-Audit Results that Travel Manager processes for the Local Voucher.
2. If any audit fails, the word 'FAIL' will be in the **Status** column. A description of the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the preparer or signer has entered and reviewed the data correctly.

NOTE

*If changes are necessary to the document prior to signing, click the  **Pre-Audit Results** button in the 'For this Document you can:' area in the top right. The document will not be signed and will not route. The document can be modified without adjustment.*

*Click the  **Pre-Audit Results** button, in the 'For this Document you can:' area in the top right, to describe any audits that fail and need further explanation.*

3. Click the  **Stamping the Document** button in the 'For this Document you can:' area in the top right. The document is complete and has been routed.
4. Remember, the traveler still must sign the Local Travel Voucher before routing is initiated.

NOTE

Registration receipts and any one expense over \$75.00 claimed, including backup documentation, must be sent to the travel office for retention and audit purposes.

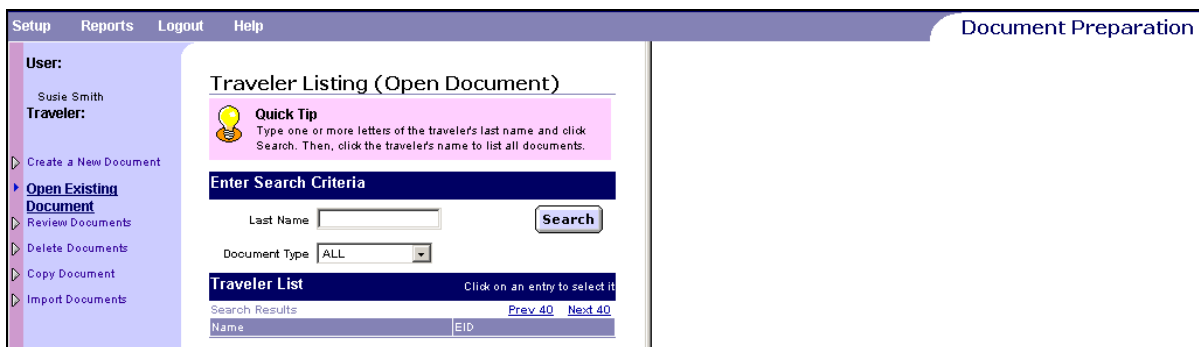
An e-mail will be sent to the Traveler when the final person in the routing list has stamped the document. The Local Voucher is processed, and the traveler will receive payment within 5 days for Electronic Funds Transfer (EFT).

J. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page.



2. The **Traveler Listing (Open Document)** page will be displayed.




3. Click in the **Last Name** field and type the first few letters of the traveler's last name.

4. Click the  button next to the **Last Name** field.

5. A list of travelers will display on the left side under the **Traveler List** area. Click on the appropriate traveler name in the **Traveler List** area. The **Document Search (Open Document)** area lists all documents created for the traveler.


The screenshot shows the Gelco Travel Manager 8.0 web interface. The left sidebar contains a navigation menu with options like 'Setup', 'Reports', 'Logout', 'Help', and 'User: Susan Smith'. The main content area is divided into two sections: 'Traveler Listing (Open Document)' and 'Document Search (Open Document)'. The 'Traveler Listing' section includes a 'Quick Tip' about searching by last name, an 'Enter Search Criteria' form with fields for 'Last Name' (doe) and 'Document Type' (ALL), and a 'Traveler List' table showing search results for 'Doe, Jane' and 'Doe, John'. The 'Document Search' section includes a 'Document List' table with columns for 'Type', 'Document Name', 'Dep Date', 'Status', and 'In Use', showing entries for 'Authorization', 'Local Voucher', and 'Voucher'.

6. Click on the **Document** icon  of the document previously created. The **Open Document Signature** page will be displayed.
 - a. Documents that have been created but not routed will have **CREATED** in the **Status** column.
 - b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
 - c. Documents that have been processed in the Travel Office and have completed processing will have **DATALINKED** in the **Status** column.



The screenshot shows the 'Open Document Signature' page. The left sidebar is the same as the previous screenshot. The main content area has a title 'Open Document Signature' and a 'Quick Tip' stating 'The Signature PIN is case sensitive!'. There is a text input field for 'Signature for Adjustment'. On the right, there is a section titled 'For this Document you can:' with three buttons: 'Sign to Review Document', 'Get Document as View-Only', and 'Cancel Opening Document'.


NOTE

*The **Open Document Signature** page will not be displayed if the document has not been signed by the Traveler. The Document Summary page will immediately display.*

7. The document can be opened one of two ways.
 - a. Enter the appropriate signature PIN and click the **Sign**  **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.

OR

- b. Click the  **Document as View-Only** button to open it as view only.
8. Click the  **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as view only. The **Document Summary** page will be displayed.

powered by  Gelco Travel Manager 8.0

Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Local Voucher: 24-XX082402JD

Document Summary

Travel Authorization Number: 240-00-0001, John Doe
Trip Purpose: MEETING

Expense Summary

Edit	Delete	Date	Expense	Amount
		08/24/2002	FROM: Hometown TO: Anyplace & back	25.55
		08/24/2002	PARKING-LOCAL	5.00
		08/25/2002	FROM: Hometown TO: Any place & back	25.55
		08/25/2002	PARKING-LOCAL	5.00
				Total: 61.10

Accounting Summary

Label	Amount
24-XX2-09200000	61.10
Total:	61.10

Totals Summary

Disbursement Type	Amount
Amount Claimed	61.10
Pay To Charge Card	0.00
Pay To Traveler	61.10

Enter Comments: Please identify Purpose for trip: Attend 2 - day Travel Manager meeting in Anyplace 08/24/02 & 08/25/02

Document Status: **Document Status** Enter Status/PIN to stamp this document

For this Document you can:
 Document
 Entering Document
 Current Document

9. Review the status of the document in the **Document Status** area on the **Document Summary** page or click the **Document Status** link located beside the **Document Status** area to view the **Status** page.
10. The **Status** indicates it is awaiting the approver.

Setup Reports Logout Help

User: Susie L. Smith
Traveler: JOHN DOE
Local Voucher: 24-XX082402JD

Status for 24-XX082402JD (View Only)

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Org Approver	MGT APPROVED	1
Travel OfficeFin1	DISBURSE	2

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
03/03/02 8:52PM EST	CREATED	Susie L. Smith	
03/03/02 8:53PM EST	SIGNED	Susie L. Smith	
03/03/02 8:54PM EST	SIGNED	JOHN DOE	

11. Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.